

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name DCF		9. Position No. K0233155	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Application Developer			
3. Division HS-EBIT		12. Proposed Class Title N/A			
4. Section Application Development	For Use By Personnel Office	13. Allocation		Position Number	
5. Unit Application Development – Child Support Services		14. Effective Date			
6. Location (address where employee works) City: Topeka County: Shawnee		15. By	Approved		
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. % Regular	16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 08:00 AM To: 5:00 PM	17. Audit Date: By: Date: By:				

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name: Tyler Caleb **Title:** Application Development Supervisor **Position Number:** K0231768

Who evaluates the work of an incumbent in this position?

Name: Same as above **Title:** **Position Number:**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

- a) Employee has considerable latitude in developing goals and in setting progress and project deadlines to meet business goals and outcomes.
- b) Assignments are given in the form of overall objectives for business outcomes.
- c) Assignments are made via ClearQuest. If additional information is needed, the business analyst will coordinate a meeting to further gather requirements.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
		<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
1 25%	E	<p>Participate in project planning for information system application in area of responsibility. Analyze, design, develop, and support information system applications. Deliver work that is on time and that meets the business area deliverables agreed upon during the requirements gathering phase of the work effort. Deliver excellent customer service by designing, developing and testing code that provides functionality to meet or exceed business area needs. Work collaboratively with the business area, the business analyst to lead and/or execute assigned work requests and problem reports. A service request is created by the business area in ClearQuest and is assigned to the developer by a lead/supervisor. The developer prepares a high level estimate of the work effort involved. Requirements are gathered by the business analyst. The developer then analyzes and designs software to meet requirements. Developer may lead/execute construction efforts. Once construction is complete, the developer then proceeds to the testing phase of the development life cycle. Developer will be evaluated on meeting requirements, meeting work effort target dates/deadlines, managing work efforts of other development resources (when leading work efforts), installation success and coordination and collaboration with work effort team members.</p>
2 25%	E	<p>Mentor co-workers in business and development processes such as C#/.NET development, Data Modeling, Data Analytics, T-SQL/SQL, Data Visualization, Data Warehousing, BI, Software, OLAP, Data Cubes, Development Life Cycle, work plans, and BSA Process. Mentoring is an on-going task and will be reviewed by the supervisor on a minimum of a quarterly basis, getting feedback from Mentor, mentored, business partners and ITS tester(s) and BSA(s). Performance will be evaluated on effort/accountability of mentor execution of a mentoring plan (proposing and following up on ideas for how to better mentor others) & new staff progress in learning new systems and ability to complete increasingly more complex work efforts/tasks.</p>
3 15%	E	<p>Learn, organize data, and document the schedules and processes in support of building out a data warehouse in support of the businesses. Work collaboratively with the teams, business, BSA's, outside agencies, and third parties. Provide on-call support during and after hours as needed. Look for opportunities to clean-up data and processes. Developer will be evaluated on coordination and collaboration with team members, accuracy, currency and existence of appropriate documentation; and compliance with policies/procedures/instructions/direction relative to performing all duties as assigned.</p>
4 10%	E	<p>Test information system applications: Work collaboratively with the testing unit to deliver excellent customer service by testing code to ensure it provides functionality to meet or exceed business area needs. Developer</p>

		performs unit test on coding changes. Results are verified by the testing group. The business partner is then notified to review the test results. Once the business area is satisfied that requirements have been met, they sign-off to proceed with migration to production. Developer will be evaluated on meeting requirements, meeting work effort target dates/deadlines, managing work efforts of other development resources (when leading work efforts), installation success and coordination and collaboration with work effort team members.
5 10%	E	Research and resolve technical issues/questions related to area of responsibility as assigned. Prepare queries and do research to answer business questions. Issues and questions may arise from system problems and/or business area requests. The procedure to resolve will vary based on the issues/question asked. Developer will be evaluated on whether or not the issue/question is successfully resolved/answered, the effort/accountability of the developer in researching/analyzing the problem, resolution time.
6 15%	E	<p>Apply production data fixes. A help desk call is initiated from the field. A problem report is generated in ClearQuest, and an email notification is sent to the developer. At that point, the developer researches the problem and takes appropriate action to rectify the problem. This generally involves writing queries to directly update the production database. The help desk technician is then notified that the correction has been made, the field is notified and the problem report is closed. The developer will be evaluated on whether or not the issues/question is successfully resolved/answered, the effort/accountability of the developer in researching/analyzing the problem, resolution time.</p> <p>Ensure system documentation is prepared and updated as assigned projects, problem reports, work requests and service requests are implemented to allow for effective maintenance/support/enhancement of assigned systems. Documentation should be created/updated as part of each project, service request, problem report and/or work effort. Documentation may be reviewed by a supervisor, lead or business area associate. Documentation will be reviewed for accuracy, completeness and whether it is sufficient to provide information to effectively support/maintain/enhance the associated software.</p> <p>Complete timesheets, provide work status, and attend team status meetings. These are general administrative type tasks that are on-going and should take a minimal amount of time.</p>

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- ☐ Lead worker assigns, trains, schedules, oversees, or reviews work of others.
☐ Plans, staffs, evaluates, and directs work of employees of a work unit.
☐ Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name: N/A

Title

Position Number

23. Which statement best describes the results of error in action or decision of this employee?

- (X) Minimal property damage, minor injury, minor disruption of the flow of work.
() Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
() Major program failure, major property loss, or serious injury or incapacitation.
() Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

<u>Who?</u>	<u>How Often?</u>	<u>Purpose?</u>
Fellow Developers	As needed	Support & Collaboration to meet essential and non-essential job functions
Supervisor	Weekly, or as needed	Collaboration, Status updates, direction/goal setting, feedback
DBA/Tools Group	As needed	Collaboration to meet essential job functions
Business Systems Analyst/PMO	As needed	Collaboration and clarification to meet essential and non-essential job functions
Testers	As needed	Transition to acceptance test phase. Collaboration and clarification to meet essential job functions.
Help Desk Analysts	As needed	Help desk ticket assignments, clarification, close-outs
Server/Network Team	As needed	Support & Collaboration to meet essential and non-essential job functions
Business Users	As needed	Collaboration & clarification of business requirements to meet essential & non-essential job functions.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Normal environmental conditions of typical modern offices. Little physical exertion is required.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of laptop/desktop P.C., printer/copier/scanner

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Successful completion of 24 hours in computer science coursework or certification and three years experience coding, testing, and debugging application program or four years experience coding, testing, and debugging application programs. Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Three to Five years of work experience at an advanced level in programming, system/program analysis, systems/database design, data analytics, data modeling, data visualization, and data warehousing. Good skills in organization and work load management. Effective written and oral communications in order to establish and maintain good rapport with field and agency staff for effective and timely problem identification and resolution of problems.

Experience - length in years and kind

Preferred Screening Criteria:

- Minimum of 3 years of work experience in application development
- 5 years of experience in utilizing C#/.NET development
- Work experience using T-SQL/SQL, Online Analytical Processing (OLAP), and BI

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date